



Waukesha Water Utility

SERVING WAUKESHA SINCE 1886

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MEMORANDUM

DATE: July 18, 2016

TO: Daniel Duchniak, GM

FROM: Donna Scholl, ASM

RE: Selection of Construction Audit Firm

The Utility received three proposals to provide construction audit/contract compliance services for the Water Supply project. As you are aware, on June 22nd, five requests for proposal (RFP) were sent to firms across the country.

Some of the tasks the selected firm will be expected to perform are:

- Prepare Utility staff to interview PM/CM finalists;
- Recommend contract language that manages risk to the Utility;
- Establish procedures to process applications for payment, and to report to funding agencies;
- Verify PM/CM and subcontractor compliance with contract terms;
- Verify selected components are installed to the planned quantities and specifications;
- Audit change orders;
- Audit all monthly applications for payment;
- Construct work papers in order to facilitate audits by funding agencies.

As only three weeks have transpired since the RFPs were sent, the management team has just begun to analyze the proposals. It is using pre-established selection criteria. A compilation of its analysis will be presented at the Commission meeting and a recommendation will be made at that time.